

School Academic and Administrative Affairs Portal

Registering a School and completing its profile using OSL-Coordinator role

A Practical Toolkit for School

هيئة الشارقة للتعليم الأ AH PRIVATE EDUCATION AUTHORITY

For more information, please visit our website:

https://tam.spea.ae/

Contents

| 1. | Introduction | 3 |
|----|---|---|
| 2. | General Information | 3 |
| 3. | About the Feature: | 4 |
| 4. | Complete OSL (Online School Licensing) Profile steps: | 4 |



هيئة الشارقة للتعليم الخاص SHARJAH PRIVATE EDUCATION AUTHORITY

1. Introduction

Sharjah Private Education Authority (SPEA) was established in accordance with the Amiri decree (45) of 2018 by

H.H Sheikh Dr. Sultan bin Mohammed Al Qasimi Member of the Supreme Council and Ruler of Sharjah

SPEA is a local government entity mandated to regulate the private education institutions (Schools, Nurseries, Training Centers and Institutes)

Goals:

- Organize private education in the emirate
- Raise the quality of private education through the application of best educational practices and distinguished services in the field of private education
- Attract investment in the private education sector

The Nurseries Staff Information System is the system for all nursery staff in Sharjah Private and is aligned with the licensing of Teachers and Educational Leaders project.

This document is to guide teachers in the process of creating and submitting a profile on the Nurseries Staff Information System.

2. General Information SHARJAH PRIVATE EDUCATION AUTHORITY

- Attach/Upload clear documents to their designated locations.
- Submitted profiles cannot be edited. Ensure you review the staff profile before submitting it.
- Only sections/fields for which you have a "Request to update Profile" will be open for editing on a submitted profile.
- Only documents in Arabic or English will be accepted. Upload legal translations of documents not originally in Arabic or English.
- Means that the field is mandatory and must be filled.
- (!) Means that there is specific instructions/information for the field. Point your mouse on the symbol to display the information.

3. About the Feature:

Completing OSL (Online School Licensing) Profile is a feature that enables Schools' OSL coordinator to complete the school profile with all the required information and proceed further for getting a school license

Pre conditions: A schools account should be created/available in TAMAM and an OSL coordinator role should also be available/added. For adding the above information, please contact SPEA TAMAM team.

4. Complete OSL (Online School Licensing) Profile steps:

Go to https://tam.spea.ae

At the top right-hand corner, click "Login"

| حكومت الشارقة GOVIENNEY OF SURGENT سنة المارة للمقيم العاص | |
|--|---------------------------|
| | A CONTRACTOR OF THE OWNER |

Please enter username and password of the user and click Login

Once logged in successfully then the system will direct you on to select the role of the user.

Select the role "OSL Coordinator" from the dropdown list as shown below:

| حکومت الشارقة COVIENNEY OF MARKET COVIENT CONTRACTOR COVIENT CONTRACTOR COVIENT CONTRACTOR COVIENT | | BACK LOGIN RESOURCES |
|---|--|----------------------|
| | | |
| | n | |
| | AI Ahliya OSL Coordinator Personal E-Mail Address : alahiyaosicoordinator@gmail.com | |
| | Role | |
| | OSL Coordinator | A |
| | Coordinator | |
| | | |

The School profile page will open, which needs to be completed. To complete the profile to 100%, click on Edit button as shown in the below screen shot:

| حكومة الشرارقة COVIRINNET OF HARCHI في قضارة القليم الماس | | | Al Ahliya OSL Coordinator - OSL Coordinat | я 🎧 - |
|---|--|---|---|-------|
| Previous Profile OSL Building Request | AL AHLIAH PVT SCHOOLS LLC / AL AI | HLIAH PVT SCHOOLS LLC | Edit Profile | |
| | Basic Information | Profile Comple | letion (20%) | |
| | School Name (in English) ALAHLAH PVT SC School Number School Opening Date School Opening Date School Grades Curriculum SPEA License Number SPEA License Susued Date SPEA License Exply Date Berained Offere | HOOLS LLC Following documen School Clinic School Nurs Base/Brintl Child Defense School Doct | ents are missing in: License to staward By HAAD was License by HAAD or a Copy of Valid Contract between the School and a Private School al Agreement se Contracta for 's License by HAAD or a copy of valid contract between the doctor and private school | 0 |
| | Location Telephone No. | P Numbe | | |
| | P.O. Box No. Provide PO Box N Email Address Provide PO Box N | umber | SPEA License Number: SPEA License Issued Date: SPEA License Exply Date: : | |
| | Show Penalties | | TE EDD Professional License TS SPEA License | |

OSL Coordinator should enter all the mandatory information in the **TRADE** page and click on **Next** button as shown below:

| amonn Hee voo ALD-Algspea.shj.ae drees: alahiya-y0-psch@spea.shj.ae | Average books fee (U.A.E): 0.00 AED No of students : Get Detail | Average bases fee: 0.00 AED School Capacity: Get Detail View Corresponder |
|--|--|---|
| Trade | | * Indicates mand |
| SPEA License SPEA License Number* | SPEA License Issued Date* () 21/05/2018 | SPEA License Expiry Date" () 31/08/2019 |
| EDD Professional License DD Professional License O | SPE | SA License * ① |
| EDD Professional License • 0 | SPE | A Lionso • 0 |
| | - | |

A new page for entering the **Owner** information will open as shown below. Enter the required information and click on **Save** button

| Trade | () Owner | Staff | Licensing & Contracts | (B) Fee Structure | School Penalties |
|--|--|--|-----------------------|---|------------------|
| AL AHLIAH PVT So Curriculum: License Number: [23] NA Average Tution Fee (: 0.00 AE Average uniform fee: 0.00 AED Email Address: | CHOOLS LLC | School Grades: - Expiry Date: 30/12/2019 Average books fee (): 0.00 AED No of students : Get Detail | | Principal Name: - Average butes fee: 0:00 AED School Capacity: Get Detail | v Correspondence |
| | Owner | | | * Indicates mandatory Fie | Id |
| | Individual Organization Name(English)* ABC | Organization Name(Arabic)* | Organization | Save | |
| | | | | | |

A new page displaying the entered Owner information will open as shown below. **Review** the information and click on **Next** button

| Trade | | Owner | Staff | Licensing & Contracts | Fee Structure | School Penalties |
|---|-------------|--|---|-----------------------|---|---------------------|
| AL AHLIAH PVT : Curriculum: License Number: [123] NA Average intion Fee (): 0.00 A Average intion fee (): 0.00 AE Email Address: | SCHOOLS LLC | | School Grades: - Expiny Date: 30/12/2019 Average books fee (1: 0:0 AED No of students : Get Detail | | Principal Name: - Average buses fee: 0.00 AED School Capacity: Get Detail | View Correspondence |
| | | | | | | |
| | Owner | | | | | |
| | | Organization Name Organization Name | (English): ABC Testing (Arabic): ABC Testing | | | Action 👻 |
| | | Organization Name Organization Name | (English): ABC (Arabic): ABC | | | Action 👻 |
| | | | | | | Hadd |
| | | | | | • Back | Next 💿 |

A new page for entering the **Staff** information will open as shown below. Enter the required information and click on **Next** button

| Trade Owner | Ret Staff | Licensing & Contracts | Eee Structure | School P |
|---------------------------------|----------------------|-----------------------|-------------------|---------------------|
| dress: | Stan | crosming a contracts | , se sinditore | 30100174 |
| | | | | View Correspondence |
| | | | | |
| Staff Information | | | | * Indicates mandat |
| | | | | |
| Principal | Vice Principal | So | ocial Worker | |
| No records available | No records available | No | records available | |
| PRO Details | | | | |
| Emirates ID | Get Details | | | |
| | | | | |
| | | | | |
| Authorised Owner representative | | | | |
| Emirates ID | Get Details | | | |
| | | | | |
| | | | | |
| | | | | |

A new page for uploading the **Licensing and Contracts** documents will open as shown below. Enter the required information and click on **Save** button. In this way there are multiple documents which are to be uploaded and saved.

| Up | load Your Documents | | | * Indicates mandatory Field | |
|----|--|----------|----------------|-----------------------------|--|
| | Document Type* | | Document File* | | |
| | Select Document | - | | | |
| | Select Document | * | | | |
| | Contracts Signed With Food Suppliers/Statement for Non-Possession Food Suppliers Permits | | | | |
| | Accreditation Certificate | | Drag and dro | p a file here or click | |
| | School Clinic License Issued By HAAD School Nurse's License by HAAD or a Copy of Valid Contract between the | • | | | |
| | School and a Private School | - | | | |
| | | | | | |
| | | | | | |

A new page for uploading the **Student and Fee Structure** documents will open as shown below. Enter the required information and click on **Save** button as shown below.

| | Owner | Staff | Licensing & Contracts | | Fee Structure | School Penalties | |
|------|--|-------|-----------------------|------------|----------------|-----------------------|---------------|
| Scho | ol Bus Fee | | | | | | |
| | | | | No records | available | | |
| Stud | ent & Fee Structure Detail | S | | | | | |
| | Upload Your Documents | | | | | | * Indicates m |
| | Document Type* | | | | Document File* | | |
| | Student & Fee Structure Document Description | | | Ŧ | | | |
| | Document Description | | | 11 | | | |
| | | | | | | No image available | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

A new page for displaying the **Student Penalties Details List** will open as shown below. Enter the required information and click on **Finish** button as shown below.

| Trade | Owner | Staff | Licensing & Contracts | Fee Structure | School Penalties |
|--|--------------------------|---|-----------------------|--|---------------------|
| AL AHLIAH PVT S Curriculum: License Number: [23] MA Average Tution Fee (): 0.00 AL Average Uniform fee: 0.00 AEI Email Address: | | School Grades: - Expiry Date: 30/12/2019 Average books fee (2: 000 AED No of students : Get Detail | | Principal Name: - Averrage buses fee: 0.00 AED School Capacity: Get Detail | View Correspondence |
| | School Penalties Details | List | is available | | |
| | | | | | |
| | | | | Back Fi | nish 👁 |

The system will lead you to the profile view page. This will give the user a status of his profile completion and displays all the missing information that needs to be uploaded or entered as shown below:

| AL AHLIAH PVT SCH | OOLS LLC / AL AHLIAH PVT SCHOOLS LLC | ✓ Ed# Profile |
|--|---|---|
| Basic Information | | Profile Completion (80%) |
| School Name (In English) School Name (In Arabic) School Number School Opening Date School Grades Curriculum SPEA License Insued Date SPEA License Issued Date SPEA License Expiry Date | ALAHLIAH PVT SCHOOLS LLC ALAHLIAH PVT SCHOOLS LLC 0 123 03 Feb 2020 30 Dec 2019 | © Following documents are missing • Base/Fentia Agreement • Guil Defense Centribane • School Doctor's License by HAAD or a copy of valid contract between the doctor and private school |
| Regional Office Location Telephone No. P.O. Box No. Email Address | Sharjah Asian Private Provide Telephone Number Provide PO Box Number Provide PO Box Number Show Penatties | Trade SPEA.Leense Number: 123 SPEA.Leense Saud Date: 03 Feb 2020 SPEA.Leense Saud Date: 00 Feb 2020 |

OSL coordinator should again click on Edit button and complete all the missing information and click on Finish button (Follow the same workflow as described above).

After this step, user will again be redirected onto to the same profile view page and the profile completion status displays 100% as shown below.

| حكومة الشارقة COVERNMENT OF SHARIAH A COVERNMENT OF SHARIAH A COVERNMENT OF SHARIAH | | | | test@iest123.com test@iest123.com - OSL Coordinator 🎧 | Ŧ | |
|--|---|--|----------------|---|---|--|
| Previous Profile | | | | | | |
| OSL Building Request | AL AHLIAH PVT SCH | OOLS LLC / AL AHLIAH PVT SO | ✓ Edit Profile | | | |
| | Basic Information | | Profile Con | Profile Completion (100%) | | |
| | School Name (In English) School Name (In Arabic) | AL AHLIAH PVT SCHOOLS LLC AL AHLIAH PVT SCHOOLS LLC | | 0 | | |
| | School Number | 0 | | | | |
| | School Opening Date School Grades Curriculum | | Trade | | | |
| | SPEA License Number SPEA License Issued Date | 123 03 Feb 2020 | _ | | | |
| | SPEA License Expiry Date | 30 Dec 2019 | ≣‡ | SPEA License Number: Income SPEA License Issued Date: 03 Feb 2020 | | |
| | Regional Office | Sharjah Asian Private | | SPEALICENSE EXpiry Date: 30 Dec 2019 | | |
| | Telephone No. | Provide Telephone Numbe | | KA EDD FIORESHORE LIGHTSE | | |
| | P.O. Box No. | Provide PO Box Number | | | | |
| | Email Address | Provide PO Box Number | Owner | | | |

OSL coordinator or the School Admin can now proceed to the SPEA management office and pay the required amount and get their license issued.